



Selkirks - Pend Oreille Transit Authority

31656 HWY 200, Box 8 Ponderay, ID 83852 (mailing address)

31656 HWY 200, Suite 102 Ponderay, ID 83852 (physical address)

208-263-3774

Position Title: Operations and Safety Manager
Reports To: Executive Director
Classification: 40 hours per week
Wage: \$22.00-\$24.00/hour
Benefits: Health insurance, paid leave, and Public Employment Retirement System of Idaho (PERSI)

POSITION PURPOSE

To coordinate operations and safety for the multi-jurisdictional transit system. Functions include performing dispatch duties, managing routes, supervising staff, coordinating vehicle and facility maintenance and repairs, maintaining records, and assisting the Executive Director.

ESSENTIAL JOB RESPONSIBILITIES

Administration and Supervision

- Answer phones, schedule rides, and communicate effectively with people requesting assistance.
- Coordinate schedules and plan routes; perform driver duties, as needed, to fill in.
 - Schedule hours to comply with Hours-of-Service regulations and avoid overtime as practical.
- Supervise and train staff. Communicate assignments and duties.
- Compile, monitor and maintain staff files. Administer Drug and Alcohol Testing program.
- Process staff time sheets.
- Communicate/enforce policies, rules, and information with staff and transit system users.

Documentation

- Collect, review, and organize vehicle data including daily inspections, mileage, maintenance, and repairs.
- Maintain records including phone calls, ridership, and passenger information.
- Prepare operational information to fulfill reporting requirements and requests.

Vehicles and Facilities

- Schedule and coordinate vehicle cleaning, maintenance, inspections, and repairs.
- Inspect vehicles, stock paperwork, purchase supplies and parts to assist staff.
- Coordinate transporting vehicles to and from repair and maintenance providers.
- Coordinate staff and assist with facilities.

Misc. Job Responsibilities

- Assist with managing projects.
- Assist with ordering buses and equipment.
- Assess vehicles in accident or breakdown situations. Investigate situations; gather information and assist passengers and staff; obtain accident reports.
- Perform other duties as required.

DESIRED KNOWLEDGE/SKILLS/EXPERIENCE

- Minimum High School Diploma or GED. Business or a related degree and/or equivalent experience and training.
- Strong knowledge of public transit systems.
- Supervisory and management experience to include managing people, training staff, and administering functions in transportation or a related area.
- Bus Driver Trainer experience is highly desirable.
- Knowledge of federal, state, and local regulations governing transporting passengers.
- Experience working with the public.
- Valid/or ability to obtain a Idaho CDL with a passenger endorsement (P), no air brake (L) restriction, and a D.O.T. medical certification.
- Experience and knowledge of bus driving, public transit, non-emergency medical transportation, fleet maintenance, and ADA equipment.
- Ability to coordinate efficient routes.
- Strong oral and written communication skills.
- Knowledge of Microsoft Word, Excel and Outlook programs.

PHYSICAL/MENTAL ABILITIES AND PROCESSES

- Substantial decision making relative to personnel, safety, fiscal, and operations management.
- Occasional lifting 50 + lbs.
- Occasional kneeling, stooping, and bending.

APPLICATION REQUIREMENTS

Apply on or before December 23, 2023

To apply for this position, please submit a cover letter, resume, and a minimum of three professional references on-line at SPOTbus.org. Please call Selkirks-Pend Oreille Transit Authority if you have questions or need *additional* information.